



## United States Department of the Interior

BUREAU OF LAND MANAGEMENT  
National Human Resources Management Center  
Denver Federal Center, Building 50  
Denver, CO 80225-0047

IN REPLY TO:

1220, 1341 (HR-250) P

January 23, 2002

EMS TRANSMISSION:

Instruction Memorandum No. HR-2002-012

To: All BC, HR, NI, and ST Employees  
Attn: Timekeepers

From: Director, National Human Resources Management Center

Subject: Shipping of CY2000 Time & Attendance Records to the Federal Records Center

**Purpose:** This Instruction Memorandum (IM) provides guidance to Center timekeepers for retiring transfer-eligible CY2000 Time & Attendance (T&A) records eligible for transfer to the Federal Records Center (FRC) in accordance with the National Archives & Records Administration (NARA) General Records Schedule/BLM Combined Records Schedule.

**Policy/Action:** The following employees have been designated to coordinate with their respective Center timekeepers to ensure all of their Center T&A's are accounted for:

National Business Center (NBC)	- Melodie Lloyd
National Human Resources Management Center (NHRMC)	- Luron Porter
National Information Resources Management Center (NIRMC)	- Linda Graham
National Science & Technology Center (NSTC)	- Rheda Dodd

### Retirement Procedures:

- ▶ Submit one file, containing input records for all 26 pay periods, for each employee.
- ▶ Arrange files for the entire Center (not by division) in alphabetical order.
- ▶ Submit T&A's in white, NARA-approved boxes only, with **no outside markings**.
- ▶ Maintain CY2001 and CY2002 T&As locally, in a SECURE environment.

**REMINDER:** When your duties require handling records subject to the Privacy Act, such as T&As, you must always take care to protect the integrity, security, and confidentiality of these records.

**Timeframe:** Each of the above-identified coordinators must submit consolidated boxes of their respective Centers' CY2000 T&As to HR-250 no later than close of business, February 15, 2002.

**Budget Impact:** Minimal.

**Background:** NARA's GRS/BLM Combined Records Schedule 2, Item 8 - Time and Attendance Input Records, requires all Federal agencies to maintain original T&As for six (6) years before destroying them. Internally, BLM regulations require timekeepers to maintain both the current and previous years' T&As locally **prior to** transfer to the FRC.

**Manual/Handbook Sections Affected:** BLM Manual 1220, Records and Information Management; BLM Manual 1341, Time, Attendance, and Leave Reporting.

**Coordination:** None.

**Contact:** If you have any questions, or require assistance regarding the disposition of T&A records, please contact Michelle Trast, Records Administrator, at (303) 236-6362.

Signed by:  
Linda D. Sedbrook  
Director, NHRMC

Authenticated by:  
Michelle C. Trast  
Records Administrator

1 Attachment

1 - NARA GRS/BLM Combined Records Schedule 2, Item 8 (1pg)

Distribution

ST-150A, BLM Library  
HR-250, Master Directives

**Schedule 2 - Payrolling and Pay Administration Records**

Item	Record Series Description	Disposition Authority
<b>8</b>	<b>TIME AND ATTENDANCE INPUT RECORDS [1341].</b> Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor. Forms: OF-288, 1130; BLM 1340-1, 2, 14, 15; 1341-1; 1400-64. Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1. Vital: Rights and interests records. Location: All.	TEMPORARY. Destroy after GAO audit or when 6 years old, whichever is sooner. GRS 2/8.
<b>9</b>	<b>LEAVE RECORD [1400-600].</b> Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	
	a. Record of Employee Leave prepared upon transfer or separation. Forms: SF-1150.	TEMPORARY. File on right side of OPF. See GRS 1/1. GRS 2/9a.
	b. Creating Agency Copy, when maintained.	TEMPORARY. Destroy when 3 years old. GRS 2/9b.
<b>10-12</b>	<b>Reserved</b>	
<b>13</b>	<b>TAX FILES [1341].</b> Confidentiality: Non-public record category 3; Privacy Act Systems Interior/OS-85, DOL-1.	
	a. Employee Withholding Allowance Certificate. Forms: IRS Form W-4 and state equivalents	TEMPORARY. Destroy 4 years after superseded or obsolete or upon separation of employee. GRS 2/13a.
	b. Agency copy of Employee Wages and Tax Statements maintained by agency or payroll processor. Forms: IRS Form W-2 and state equivalents.	TEMPORARY. Destroy when 4 years old. GRS 2/13b.
	c. Agency copy of Employer Reports of Federal Tax Withheld with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor. Forms: IRS Form W-3.	TEMPORARY. Destroy when 4 years old. GRS 2/13c.
<b>14</b>	<b>SAVINGS BOND PURCHASE FILES [1341].</b> Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-85.	
	a. U.S. Savings Bond Authorization for Purchase and Request for Change. Forms: SB-2152, SF-1192 or equivalent.	TEMPORARY. Destroy when superseded or after separation of employee. GRS 2/14a.
	b. Bond Registration Files. Issuing agent's copies of bond registration stubs.	TEMPORARY. Destroy 4 months after date of issuance of bond. GRS 2/14b.
	c. Bond Receipt and Transmittal Files. Receipts for and transmittals of U.S. Savings Bonds.	TEMPORARY. Destroy 4 months after date of issuance of bond. GRS 2/14c.